



## INDUSTRIAL RELATIONS OFFICER

# WE'RE HIRING!

EXTERNAL ADVERTISEMENT

WINDHOEK HEAD OFFICE

Are you passionate about fostering positive workplace relationships and ensuring a fair, compliant, and productive environment for all employees? CYMOT (Pty) Ltd, Namibia's leading retailer in motor spares, camping, tools, machinery, personal protective equipment, and automotive paint, is seeking a dedicated **Industrial Relations Officer**. This role is ideal for someone who excels in managing employee relations, promoting a culture of continuous improvement and ensuring legal compliance. If you're a proactive problem solver who values collaboration and supports the well-being of employees, we want to hear from you!

**What You'll Do** In this role, you'll take on a range of **key duties**, including:

- Ensure compliance with company, human resources and industrial relations policies, procedures and processes.
- Ensure that all labour conflicts are dealt with or managed in accordance with the company's policies and procedures and to proactively advise management and employees alike on related matters.
- Advise line management on the policies to be followed and what actions are appropriate under certain circumstances.
- Assist team leaders, supervisors and line managers with industrial relations training on how to deal with misconduct and chair disciplinary hearings.
- Investigate incidences of identified misconduct to determine the accuracy of complaints, the nature of misconduct and to determine the required disciplinary action to be taken.
- Initiate disciplinary hearings and attend to appeal hearings as is required from time to time / based on the nature and severity of the misconduct.
- Administer grievance and disciplinary matters as guided by the Namibian Labour Act and the Disciplinary policy and procedures of the company.
- Assist with completing all injuries on duty claim forms to be submitted at Social Security, keep record of such claims and follow – up if claims are not finalised.
- Support the development and implementation of HR initiatives and systems.

**What We're Looking For** We're seeking a passionate individual who meets the following **requirements**:

- A relevant B Degree or Diploma related to Industrial Relations Management and/or Human Resources Management
- Certificate or other training related to labour law
- IT proficiency / computer literacy in Microsoft Word, Excel, Outlook and PowerPoint
- At least five (5) years industrial / employee relations management experience which two (2) years should have been at a junior management level in a medium sized organization.
- Extensive experience in conciliation and arbitration proceedings as well as negotiations with trade unions.
- Excellent understanding of industrial relations and be able to exercise judgement.
- Sound knowledge of Occupational Health & Safety regulations and practices.
- Valid Driver's Licence

**What You'll Bring** We're looking for a candidate who possesses the following **capabilities**:

- Keen interest and understanding of labor laws and industrial relations practices.
- Ability to mediate and resolve conflicts with empathy while maintaining objectivity and fairness.
- Strong analytical and problem-solving skills to interpret and apply legal frameworks to workplace scenarios.
- Excellent negotiation skills to balance the interests of both the company and employees.
- Ability to work independently with a high level of precision and attention to detail.
- Strong organizational and time-management skills to manage multiple cases and projects simultaneously.
- Outstanding interpersonal and communication skills to foster positive relationships with employees, management, and unions.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Proactive and adaptable approach in addressing workplace issues and implementing solutions.
- Demonstrated initiative and ability to navigate complex and dynamic labor environments.
- Fully proficient in English and Afrikaans (reading, writing and speaking abilities). Fair proficiency in an indigenous language is an advantage.

If you are interested in joining our team, please apply on the link below or by scanning the QR code.

<https://www.trending-talent.com/Home/VacancyDetails?VID=sT5aUDJFrXVdvO2+ZCjNaA==>



**CLOSING DATE FOR APPLICATIONS: 21 OCTOBER 2024**